

Statement of Work

Services required for:

- Handling and Transportation services to uninstall, pack and remove old office furniture from the CDC office
- Assistance to the knoll approved installer responsible for installation of new office furniture at the CDC office

The purpose of this fixed price contract is to obtain the services of a contractor to help with uninstalling, packing and removing old furniture and also to assist with labour to the KNOLL approved vendor in charge of installing the new furniture in the office space property leased by the U.S. Government for the CDC offices located on the first floor (2nd floor, US definition) of the Standard Chartered Bank Building in Yaounde, Cameroon. The Contractor shall be responsible for providing the workforce that will be responsible for uninstalling, packing and removing the currently used furniture in 23 offices of various shapes and sizes and 2 conference rooms as will be seen during the walkthrough prior to quotation. They will also provide the labour that will assist the KNOLL approved installer who will be selected to install the new furniture as their support staff in charge of handling and helping to install all the pieces of the new office furniture in all 23 offices and the 2 conference rooms.

The vendor for this contract will supply 10 or more workers who will report to the CDC office to perform the services listed here below related to uninstalling, packing and removing the old furniture from the CDC office. This vendor will also provide workers who will support the KNOLL approved vendor in charge of installing all the pieces of furniture in the 23 offices and 2 conference rooms. This contract is scheduled to run for about 11 days approximately from June 9-17, 2014 including week-ends (Saturdays and Sundays) and excluding the transportation days for the containers from Douala to Yaounde. The vendor will be required to cover a workload of 8-9 hours minimum each day with a half hour off for lunch break. Old furniture will be removed from the office and new furniture installed simultaneously and in the order indicated in the table below. This schedule may be reviewed based on the timing for clearing the containers and transported from the port in Douala to the CDC office in Yaounde and

contractors will be allowed to cost an extra day in their quote for unexpected delays.

Vendor will be responsible for transporting their staff to and from the site and also for insurance and all other coverage needed to facilitate the performance of this contract. The contractor shall furnish all managerial, administrative, and technical expertise that are necessary to accomplish the work in this contract. Contractor employees shall be on the site only for contractual duties and not for other business purposes.

TYPES OF SERVICES

- Provide transportation services for two 40ft containers full of office new furniture from Douala port to CDC Yaounde office for unloading
- Handle the unloading of loose pieces of furniture from two 40ft container/trucks up one flight of stairs and storage into some offices and storage space pending installation as directed by the KNOLL approved installer.
- Remove and dispose of furniture packaging material
- Assist the KNOLL approved installer by handling the needed pieces of furniture during the installation process in the respective offices as indicated in the lay-plan and the detailed work schedule outlined below.
- Provide workforce that will be responsible for uninstalling and packing currently used furniture from the CDC office simultaneously
- Supply temporary storage space for 1 month storage of used furniture pending pick up for disposal.
- Remove and transport uninstalled and packed furniture into the temporary storage space.

- Participate in final adjustments and closing of furniture installation by the KNOLL approved installer.

Date	Monday, June 09	Tuesday, June 10	Wednesday, June 11	Thursday, June 12	Friday, June 13	Saturday, June 14
Office	Install planning and preparation	119 (Conference 1), 122(Fellows), 118 (Gordon),	116 (Agathe),114 (Terence), 112 (Laura), 107 (Tene), 103 (Esther)	110 (Bolu), 108 (Asst) 106 (Shang), 131 (Mosoko), -133 (Wilson),	132 (Takwi), 135 (Sah), 137 (Signing), 143 (Yumo), 145 (Kiawi),	
Date	Monday, June 16	Tuesday, June 17	Wednesday, June 18	Thursday, June 19	Friday, June 20	Saturday, June 21
Office	147 (Keleko)136 (Admin Copy), 144 (Drivers), 148 (Filing), 151 (Comms),	153 (Forbin), 121 (Conference 2)				
Date	Monday, June 09	Tuesday, June 10	Wednesday, June 11	Thursday, June 12	Friday, June 13	Saturday, June 14

Any questions pertaining to this requirement should be addressed to Sidouanne Signing at 98004452.